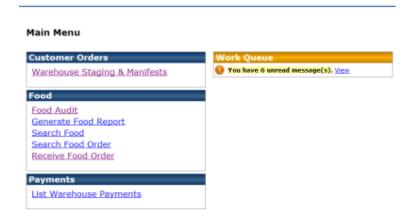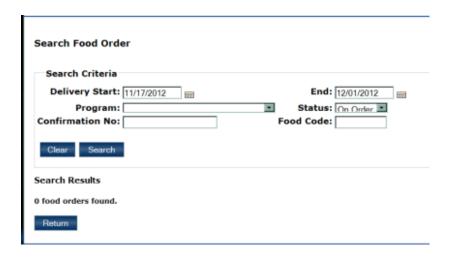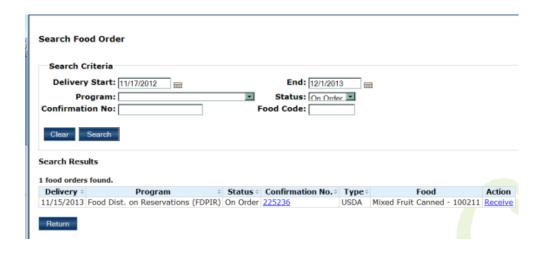**Receiving USDA Food Orders**
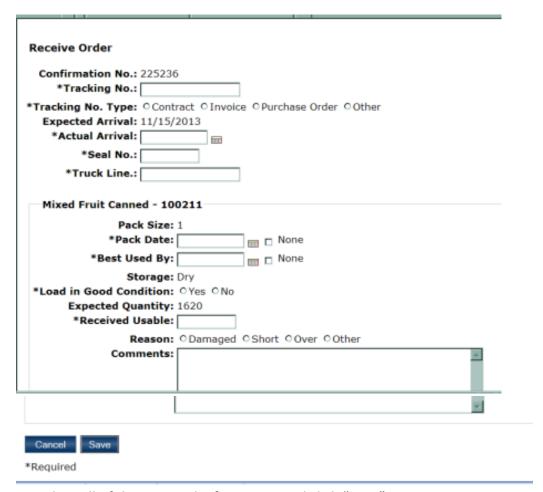

Enter the NDFoods System

Click on "Search Food Order"

Enter delivery start and end date and click "Search". The user may also narrow the search further by enter a program, status, confirmation no. or food code.
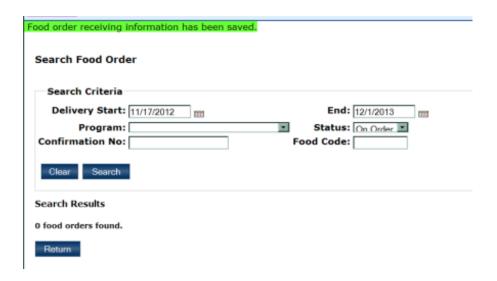
Search Food Order

Search Criteria

Delivery Start: 11/17/2012 End: 12/1/2013

Program: [ ] Status: On Order

Confirmation No: [ ] Food Code: [ ]

Clear Search

Search Results

1 food orders found.

Delivery	Program	Status	Confirmation No.	Type	Food	Action
11/15/2013	Food Dist. on Reservations (FDPIR)	On Order	225236	USDA	Mixed Fruit Canned - 100211	Receive

Return

Click on "Receive" next to the food order you wish to receive.

Receive Order

Confirmation No.: 225236

*Tracking No.: [ ]

*Tracking No. Type: ○ Contract ○ Invoice ○ Purchase Order ○ Other

Expected Arrival: 11/15/2013

*Actual Arrival: [ ]

*Seal No.: [ ]

*Truck Line.: [ ]

Mixed Fruit Canned - 100211

Pack Size: 1

*Pack Date: [ ] ☐ None

*Best Used By: [ ] ☐ None

Storage: Dry

*Load in Good Condition: ○ Yes ○ No

Expected Quantity: 1620

*Received Usable: [ ]

Reason: ○ Damaged ○ Short ○ Over ○ Other

Comments: [ ]

Cancel Save

*Required

Complete all of the required information and click "Save".

If there is a discrepancy, the user must check "No" for the Load in Good Condition. Ender in the actual units received. Check whether the discrepancy was damage, short, over or other and enter a comment in the text box.

Food order receiving information has been saved.

Search Food Order

Search Criteria

Delivery Start: 11/17/2012   **End:** 12/1/2013

Program: [▼]   **Status:** On Order ▼

Confirmation No: [   ]   **Food Code:** [   ]

[Clear] [Search]

Search Results

0 food orders found.

[Return]

The user will receive a confirmation once the food order has been received.